

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL  
BULLETIN NO. 16-02

1 July 2002

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)**  
**CANVASS - VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)**  
**VOLUNTARY REDUCTION IN FORCE (VRIF)**  
**FOR ELIGIBLE GARRISON APPROPRIATED FUND CIVILIAN EMPLOYEES**  
**OPEN WINDOW – JULY 1-31, 2002**

**1. Purpose.** The purpose of this bulletin is threefold:

(a) To open a window of opportunity **to allow eligible Garrison employees to apply for Voluntary Separation Incentive Pay (VSIP)**. Employees, who will be eligible for optional retirement, early retirement or resignation by February 28, 2003 and are willing to remain on the rolls until that date, must apply to this bulletin to receive consideration for VSIP. **The VSIP is not restricted to any particular series and grades, and there will be no additional windows of opportunity for employees to apply for VSIP.**

(b) To open a window of opportunity to allow eligible Garrison employees **to indicate their interest** in leaving the rolls on February 28, 2003 with **Voluntary Early Retirement Authority (VERA)**. This VERA canvass is not restricted to any particular series and grades and all interested employees who will be eligible for VERA by February 28, 2003 are asked to apply to this bulletin (see NOTE on page 3). **There will be a subsequent VERA bulletin restricted to certain series and grades, which will offer a window of opportunity for employees to apply, once VERA approval is granted to Fort Polk. All employees who are eligible and willing to leave the rolls on 28 February 2003, with VERA, must apply to this future VERA announcement.**

(c) To open a window of opportunity for eligible **Garrison employees to apply for Voluntary Reduction in Force (VRIF)**. **There will be no additional windows of opportunity for employees to apply for VRIF.**

**2. Reason.** The A-76 Commercial Activities Initial Decision to award a large portion of the work currently being performed by civilian employees to a contractor has resulted in the necessity to reduce the workforce. VSIP and VRIF are offered in an attempt to minimize the number of involuntary separations in reduction in force. The VERA canvass is offered in an attempt to determine the number of employees interested in voluntarily leaving the rolls.

**3. Eligibility for VSIP.**

a. VSIP is a lump-sum payment or installments, which is equivalent to an employee's severance pay entitlement, up to a maximum of \$25,000 paid upon voluntary

resignation, early retirement, or optional retirement. Employees are eligible for VSIP provided they are:

- U.S. citizens, an exception exists for non U.S. citizens employed under the Panama Canal Employment System;
- Eligible for either VERA, optional retirement or resignation;
- Serving under an appointment without time limitation; and
- Have been continuously employed by the Federal government for at least 12 months.

b. The following categories of employees are ineligible to receive VSIP:

- Reemployed annuitants;
- Employees in receipt of a specific RIF notice
- Employees receiving worker's compensation
- Employees with a pending or approved application for disability retirement;

c. As a general rule, the following are ineligible for VSIP:

- Employees occupying "hard to fill" positions;
- Employees receiving a retention allowance;
- Employees covered by a written service agreement resulting from a permanent change of station (PCS), training, or receipt of a recruitment or relocation bonus.

d. Employees who accept VSIP are ineligible for registration in the DoD Priority Placement Program, severance pay (if otherwise eligible), and discontinued service retirement (if otherwise eligible).

e. Employees who accept VSIP have restrictions placed on future employment with the Federal government. An employee who accepts VSIP and accepts employment with the Federal Government within 5 years after the date of separation, must repay the entire amount of the incentive to the Department of the Army. Moreover, a DoD employee who takes VSIP is not allowed by DoD policy to return to DoD or enter into a personal services contract (does not apply to the winning Fort Polk Contractor) for one year after separation, even if the employee repays the incentive, unless a waiver is granted by the Assistant Secretary of the Army.

#### **4. Eligibility for Optional Retirement.**

- Be age 62 with 5 years of service;
- Be age 60 with 20 years of service;
- Be age 55 with 30 years of service.
- FERS Minimum Retirement Age (55 or older) with 10 years of service (reduced annuity).

## **5. Eligibility for VERA.**

**NOTE: VERA authority has been requested for specific occupational series and grade levels to prevent a workload/skill distribution imbalance. However, in the event it is necessary to make adjustments to the VERA request, ALL EMPLOYEES, who are eligible and interested in leaving the rolls with VERA on February 28, 2003, are asked to apply to this VERA Canvass. A listing of the targeted series and/or grades is at Attachment 1.**

a. In order to be eligible to retire under VERA by the date of separation, employees must:

--complete at least 20 years of creditable service and be at least age 50; or complete at least 25 years of creditable service, regardless of age;

--serve in a position covered by an agency offer;

--have been employed continuously by the Department of Defense (DoD) for at least the 31-day period ending on the date on which the agency requests VERA.

--apply during the designated window period and receive approval from the agency; and

--not meet any of the ineligibility categories listed below.

b. Employees who fall under any of the following categories are not eligible for voluntary early retirement:

--have not been employed continuously by the Department of Defense (DoD) for at least the 31-day period ending on the date on which the agency requests VERA.

--are serving under time-limited appointments; or

--are in receipt of a decision of involuntary separation for misconduct or unacceptable performance.

## **6. Eligibility for VRIF.**

--Section 1103 of the Defense Authorization Act of 2000 extends the authority of DoD to allow the release of an employee who volunteers for separation in a reduction-in-force (RIF) even though the employee is not otherwise subject to the separation under RIF.

--Voluntary RIF separation can be effected only during formal RIF, that is, where official RIF notices will be issued.

--Both employees must be in the same competitive area.

--Matches of RIF separation volunteers with those affected by the formal RIF will be based on the similarity of their positions. Any position affected by the RIF can be identified for placement of a RIF separation volunteer, if separation of the RIF volunteer would result in the cancellation of the RIF separation action, and the subsequent placement of a RIF-affected employee. The placement cannot result in promotion.

--Only U.S. citizen employees of the DoD, who meet the definition of competing employee in 5 Code of Federal Regulations 351.203, are eligible for voluntary separation participation. In addition, RIF separation volunteers:

- must be serving under an appointment without time limitation,
- may not be reemployed annuitants, and
- may not have a pending or approved application for disability retirement.

--RIF separation volunteers will be treated as involuntary RIF separations, with all entitlements, except they are **ineligible** for registration in the Priority Placement Program, non-federal hiring incentives, and **voluntary separation incentives (VSIP)**.

**7. Approval Process. NOTE: The VSIP approval process will not officially occur until VERA approval is granted and a VERA open window of opportunity for Garrison employees to apply has occurred.** The Director of the Civilian Personnel Advisory Center and Management Officials will determine if approval of the VSIP application will reduce involuntary RIF separations or if the position could save another employee from being involuntarily separated. The Commander or his designee may approve the incentive only if it is projected that it will reduce involuntary RIF separations or save another employee from being involuntarily separated. An individual management decision will be made on each application received, and each applicant will be notified regarding approval or disapproval of their application. If the number of eligible applicants exceeds the number that can be approved due to funding limitations, offers will be made in seniority order using the service computation date for leave. Veteran's preference and tenure are not considered in this process.

**8. Not an entitlement.** Employees are reminded that the primary purpose of the VSIP authority is to encourage employees to leave the rolls voluntarily. The incentive may only be approved if it is projected that an employee can be saved, or an adverse RIF action can be avoided. VSIP is not an employee entitlement. Consequently, disapproval of an employee's request for VSIP is not a grievable matter and does not serve as a basis for a complaint or appeal.

**9. Application Procedures.** All eligible employees who voluntarily desire to apply for VSIP or VRIF, and those eligible employees, who voluntarily desire to indicate an interest in VERA, must complete the application at Attachment 2. Completed applications must be submitted to the Civilian Personnel Advisory Center, ATTN: VERA/VSIP Program Coordinator, Building 413, Fort Polk, LA no later than **July 31, 2002**. Employees for whom VSIP is approved must be prepared to remain on the rolls until February 28, 2003.

**10.** Questions on any aspect of these programs should be directed to a Human Resources Specialist at 531-4020/1840.

Attachments  
as

**//ORIGINAL SIGNED//**  
DONALD R. MALLET  
Director Civilian Personnel  
Advisory Center

DIST I

# VERA Targeted Series & Grades

PP	Series	Grade
GM	0801	13
GS	0028	09
GS	0030	07
GS	0101	12
GS	0189	05
GS	0204	05
GS	0204	06
GS	0204	07
GS	0301	07
GS	0301	09
GS	0301	10
GS	0301	11
GS	0301	12
GS	0301	13
GS	0303	03
GS	0303	04
GS	0303	05
GS	0303	06
GS	0303	07
GS	0305	09
GS	0318	04
GS	0318	05
GS	0318	06
GS	0326	03
GS	0335	07
GS	0341	11
GS	0342	10
GS	0343	09
GS	0343	11
GS	0343	12
GS	0343	13
GS	0346	12
GS	0391	12
GS	0510	11
GS	0525	06
GS	0560	09
GS	0802	09
GS	0802	10
GS	0802	11
GS	1084	09
GS	1106	05
GS	1152	07
GS	1152	09
GS	1170	09
GS	1173	07
GS	1410	12
GS	1411	05
GS	1411	06
GS	1601	11
GS	1670	11

PP	Series	Grade
GS	1702	07
GS	1702	09
GS	1712	07
GS	1740	09
GS	1740	12
GS	1740	13
GS	1910	07
GS	2001	09
GS	2001	10
GS	2003	08
GS	2003	09
GS	2003	11
GS	2005	04
GS	2005	05
GS	2005	06
GS	2005	07
GS	2005	08
GS	2101	07
GS	2101	10
GS	2102	03
GS	2102	05
GS	2102	06
GS	2210	07
GS	2210	09
GS	2210	11
GS	2210	12
WG	2502	10
WG	2604	11
WL	2604	10
WG	2805	10
WS	2805	10
WG	2810	10
WG	2854	10
WG	2854	11
WL	2854	10
WG	3105	07
WL	3106	09
WG	3306	11
WG	3414	11
WG	3610	10
WG	3701	10
WG	3703	10
WG	3806	10
WG	3809	10
WG	4206	07
WG	4206	09
WG	4607	09
WS	4701	09
WS	4701	10
WG	4715	05

PP	Series	Grade
WG	4715	10
WG	4737	10
WG	4742	08
WG	4742	09
WG	4749	07
WG	4749	08
WG	4749	09
WG	4749	10
WL	4749	10
WS	4801	14
WG	4804	09
WG	5306	10
WS	5306	10
WG	5309	10
WG	5402	10
WS	5402	10
WL	5413	06
WG	5701	08
WG	5703	06
WG	5703	08
WG	5704	05
WG	5704	08
WS	5705	06
WG	5716	10
WS	5716	10
WG	5801	10
WG	5803	05
WG	5803	10
WG	5803	11
WG	5803	12
WL	5803	11
WS	5803	10
WS	5803	11
WS	5803	12
WG	5823	09
WG	5823	10
WL	5823	10
WS	5823	10
WG	6610	08
WG	6904	05
WL	6904	05
WG	6907	05
WG	6907	06
WL	6907	06
WS	6907	05
WS	6907	06
WG	6910	06
WG	6912	06
WL	6912	06

**APPLICATION FOR  
VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)  
And/Or  
VOLUNTARY EARLY RETIREMENT (VERA) SURVEY  
Or  
VOLUNTARY REDUCTION IN FORCE**

**PURPOSE:** This application form is to be used by Garrison employees to apply for Voluntary Separation Incentive Pay (VSIP) or Voluntary Reduction in Force, **AND** to indicate an interest in VERA.

**INSTRUCTIONS:** Complete items 1-7, as applicable; initial all remarks found at items 8, 9, or 10, as applicable; and sign and date the application. Submit the completed form during the period 1 July 2002 through 31 July 2002, to the Civilian Personnel Advisory Center, ATTN: VERA/VSIP Coordinator, Building 413, Fort Polk, Louisiana.

1. PRINTED NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

2. EMPLOYING ORGANIZATION: \_\_\_\_\_

3. POSITION TITLE, SERIES, PAY PLAN AND GRADE: \_\_\_\_\_

4. I voluntarily request VSIP, and I intend to separate by one of the following means, if otherwise eligible: (check either a, b, or c)

a. \_\_\_\_\_ **Resignation**

b. \_\_\_\_\_ **Optional Retirement (please initial one below)**

\_\_\_\_\_ **Age 62 with 5 years**

\_\_\_\_\_ **Age 60 with 20 years**

\_\_\_\_\_ **Age 55 with 30 years**

\_\_\_\_\_ **FERS Minimum Retirement Age (55 or older) with 10 years of service**

\_\_\_\_\_ **Retirement Eligibility Date**

c. \_\_\_\_\_ **Voluntary Early Retirement (please initial one below)**

\_\_\_\_\_ **Age 50 with 20 years**

\_\_\_\_\_ **Any age with 25 years**

\_\_\_\_\_ **Retirement Eligibility Date**

5. If my VSIP application is disapproved: (please initial one below)

\_\_\_\_\_ I want to withdraw my request to leave the rolls voluntarily.

\_\_\_\_\_ I do not want to withdraw my request to leave the rolls voluntarily.

6. If my VSIP application is approved, my VSIP payment option is: (initial one)

\_\_\_\_\_ lump sum payment

\_\_\_\_\_ bi-weekly payments

\_\_\_\_\_ installment payments

7. \_\_\_\_\_ I volunteer for Reduction in Force Separation

8. **FOR OPTIONAL RETIREMENT AND RESIGNATION APPLICANTS:**

**I clearly understand, agree and certify that: (you must initial each line)**

\_\_\_\_\_ the approval of my VSIP application is not automatic and is subject to all regulatory requirements, and I may not grieve/appeal the disapproval of my application;

\_\_\_\_\_ if my VSIP application is approved, I must be eligible for retirement or resignation by February 28, 2003 and agree to remain on the rolls until February 28, 2003;

\_\_\_\_\_ I will not be included in the RIF, if I am notified that my VSIP application is approved; therefore, I cannot withdraw my VSIP application after the VSIP approval process is completed;

\_\_\_\_\_ if I indicated in paragraph 5 above that I would not leave the rolls voluntarily without VSIP and my request for VSIP is disapproved, my request to leave the rolls voluntarily will become inactive and I will be included in the RIF;

\_\_\_\_\_ I have read the contents of the bulletin and am aware of all requirements, conditions and restrictions incurred by my accepting the offered incentive(s).

9. **FOR VERA CANVASS APPLICANTS:**

**I clearly understand, agree and certify that: (you must initial each line)**

\_\_\_\_\_this is merely an interest survey, not an official application for VERA, and not restricted to any particular series and grades;

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\_\_\_\_\_I must apply to the official window of opportunity announcement for VERA, which will be targeted to specific series and grades, in order to receive official consideration for VERA approval;

\_\_\_\_\_I must apply for VSIP at this time, if I want to seek approval of this separation incentive. The approval of my application is not automatic and is subject to all regulatory requirements, and I may not grieve/appeal the disapproval of my application.

\_\_\_\_\_I will not be included in the RIF, if I am notified that my VSIP application is approved and I am subsequently approved for VERA; therefore, I cannot withdraw my VSIP application or my official VERA application after the VSIP/VERA approval process is completed;

\_\_\_\_\_if my VSIP is approved and I am subsequently approved for VERA, I must be eligible for VERA by February 28, 2003 and agree to remain on the rolls until February 28, 2003;

\_\_\_\_\_if I indicated in paragraph 5 above that I would not leave the rolls voluntarily without VSIP and my request for VSIP is disapproved, but I am subsequently approved for VERA, my request to leave the rolls voluntarily will become inactive, and I will participate in the RIF.

\_\_\_\_\_I have read the contents of the bulletin and am aware of all requirements, conditions and restrictions incurred by my accepting the offered incentive(s);

10. **FOR VOLUNTARY RIF APPLICANTS:**

**I clearly understand, agree and certify that: (you must initial each line)**

\_\_\_\_\_the approval of my application is not automatic and is subject to all regulatory requirements, and I may not grieve/appeal the disapproval of my application;

\_\_\_\_\_if my application is approved for Voluntary Reduction in Force, I am a willing participant in the RIF and subject to any subsequent RIF action; and

\_\_\_\_\_I have read the contents of the bulletin and am aware of all requirements, conditions and restrictions incurred by my acceptance of the requested incentive.



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**(employee's signature)**

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**(date)**